

DDA/REG  
LOGGED

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Asbestos in Key Building

FROM:

John M. Ray  
Director of Logistics

EXTENSION

NO.

OL 13098-88

DATE

28 April 1988



TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA EXA  
7024 - Headquarters

MAY 1988

5/4

CO

2. ADDA  
04 MAY 1988

1988

M

3. DDA  
5 MAY 1988

1988

M

4. Registry

5.

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11.

12.

13.

14.

15.

REGISTRY  
12-1

LOGS-12-AR



27 April 1988

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray  
Director of Logistics

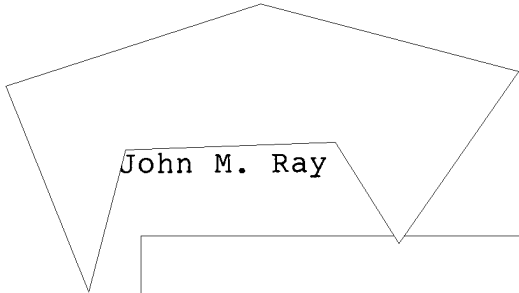
SUBJECT: Asbestos in Key Building [REDACTED]

REFERENCE: Memo for C/OMS/SD [REDACTED] dtd 1 April 1988,  
Subject: Airborne Asbestos Results

1. I am greatly disturbed by the attached memorandum from [REDACTED] to Chief, Safety Division, Office of Medical Services, (OMS) (Att. A). Whereas [REDACTED] concerns about the safety of [REDACTED] working environment are well intentioned, he overlooks a great deal of effort by OL and OMS in the past few months to ensure that there is no health hazard to Key Building occupants. I would like it noted, for the record, that within resource constraints and other factors beyond our control, OL is committed to providing Agency employees with the best working environment possible [REDACTED]

2. Contrary to the inference in the referenced memorandum, we have taken positive steps to identify the extent of the asbestos problems in Key Building and elsewhere; have put all renovation projects on hold; have been working closely with OMS, GSA, and the building owner in correcting this potential health hazard; and have kept senior officials aware of every step we have taken. [REDACTED]

3. As you will note from the attached Memorandum for the Record (Att. B), we are moving toward the complete replacement of all ceiling tiles in the Key Building. This procedure will be performed under OSHA standards and will not represent any hazard to Key Building occupants, according to the experts in GSA. [REDACTED]

  
John M. RayAttachment: a/s  
[REDACTED]

S E C R E T

ATTACHMENT  
A

1 APR 1988

25X1 MORAMUM FOR: [REDACTED]

Chief, Safety Division  
Office of Medical Services

25X1 OM: [REDACTED]

SUBJECT: Airborne Asbestos Results; Request for Assistance  
Rooms 203K, 203I, and 900 Key Building

25X1 1. We wish to take this opportunity to thank [REDACTED]  
25X1 Occupational Health Branch, Safety Division, and other  
members of your office for the assistance rendered over the  
past few months regarding steps to improve the dismal working  
environment in Key Building. We were pleased with the results  
of the air monitoring for asbestos which indicated that in two  
of the three rooms tested, the level is in compliance with the  
action level of the OSHA Asbestos Standard and in only one room  
is the level in excess of the NIOSH guideline of 0.01 F/CC.

2. In a separate study, completed by certified industrial  
hygienists from Asbestos Abatement Services, Inc., the  
following key points were made in the conclusion of the report:

a. Although no air samples were collected, ceiling  
tiles which contain asbestos have been identified on all  
office floors in the Key Building;

b. Asbestos was present in these tiles in percentages  
that vary from greater than 1 percent up to 10 percent;

c. The older tiles contain more asbestos than the  
newer tiles, but old tiles have been painted which makes it  
difficult to identify old ones with any confidence;

d. Most of the floors appear to have mostly old tiles  
and many of the tiles are damaged, thus increasing  
significantly the hazard to employees;

e. The greatest potential for any significant fiber  
release is when the ceiling tiles have been damaged or  
removed during repairs or renovations, such as occurred  
during Wang installation.

25X1  
25X1 [REDACTED]

S E C R E T

**SUBJECT: Airborne Asbestos Results; Request for Assistance  
Rooms 203K, 203I, and 900 Key Building**

3. As you are aware, discussions are taking place between the owners of the building (Charles E. Smith) and the Office of Logistics to remove all tiles from Key Building because of the high asbestos content therein. Our personnel are extremely concerned about this proposal. Can your office determine the current danger resulting from tiles which are in place yet damaged? Can your office come up with procedures or recommendations which will guarantee the safety of our personnel while these tiles are being removed? Do our people have to vacate Key Building completely while the tiles are being removed? We would appreciate whatever guidance your office can give us on this matter.

25X1

25X1

DO/DC [REDACTED] (1 April 1988)

**Distribution:**

Orig - Addressee

1 - General Counsel

1 - DDA

1 - SA/DDO

1 - DD/OL

25X1 1 - [REDACTED] RECD/OL

1 - D/OMS

25X1 1 - C [REDACTED]

1 - C [REDACTED] SS

ATTACHMENT  
8

MEMORANDUM FOR THE RECORD:

SUBJECT: Key Building

1. A chronology of significant recent events has been prepared to assist in understanding the course of action that has been taken to date regarding the issue of asbestos-containing ceiling tiles in the Key Building.

STAT 2. As a result of [ ] renovation work requests, RECD/OL transmitted samples of 9th floor ceiling tiles to Safety Division to be analyzed for asbestos on 19 February 1988. The primary concern at that time was to be absolutely certain regarding the presence of asbestos in the tiles prior to beginning the renovation process. [ ] was informed in a STAT memo from Chief/EBOB/RECD dated 19 February 1988 that if asbestos was indeed present this did not pose a health hazard as long as appropriate precautions and maintenance procedures (no disturbance of tiles) were followed. Further, it was noted that should the laboratory samples contain asbestos, Safety Division/OMS would be requested to perform air sampling in all Agency-occupied office areas in the Key building. This sampling would be done to ensure that airborne asbestos (if any) did not present a hazard and were below OSHA guidelines.

3. On 22 February 1988, the laboratory results revealed that some ceiling tile did contain asbestos. Based on recommendations taken from a previous GSA-sponsored laboratory report as well as those of the GSA and Agency industrial hygienists the following determinations were presented to us:

(1) The asbestos-containing tile probably does not represent an imminent hazard to personnel as long as the ceiling tile is not disturbed.

(2) Air samples would be taken to verify the above assumption.

(3) If the tiles were proven to contain asbestos they should be removed in accordance with OSHA and EPA guidelines prior to the renovation of any office area.

4. Based on the above determinations, the following actions were taken:

(1) On 26 February 1988, Industrial hygienist/Safety Division, initiated an extensive air monitoring program in Agency occupied office areas.

(2) A letter was written to OIT, 1 March 1988, (Attachment A) instructing them to cease work on installations which require disturbance of any ceiling tile.

(3) After the initial (negative) air sampling results were obtained, RECD/OL, in coordination with Agency Safety Division, issued a Key Building Employee Bulletin (Attachment B) on 7 March 1988 instructing employees not to disturb the ceiling tile and informing them of the status of an asbestos abatement plan which included bulk ceiling tile sampling, air monitoring, and ceiling tile removal. The bulletin also pointed out that the presence of asbestos in the tiles did not represent a health hazard.

5. During the month of March 1988, OMS continued the air sampling program, and informed [ ] in writing of the results of each test in [ ] areas. Analyses of all 35 air samples taken to date in offices throughout the Key Building by Industrial hygienist/Safety Division showed no indications of any imminent or impending health hazard to personnel. Also during March, Charles E. Smith continued the development of the bidding packages required for the tile replacement program.

6. While the above Agency activity was occurring, the 22 February 1988 tile sampling laboratory results were also given to GSA. On 23 February 1988 GSA submitted the ceiling tile sample laboratory analyses to the building owner Charles E. Smith for reply and comment. Charles E. Smith responded on 24 February 1988, stating their intention to immediately hire a certified industrial hygiene consultant to analyze additional ceiling tile samples and to prepare a report on the findings. The 18 March 1988 conclusions and recommendations reached by the consultant in the report were virtually identical to those listed in paragraph three above, i.e. asbestos in the tiles poses no immediate danger but tiles should not be disturbed and should be removed prior to any major renovations.

7. Charles E. Smith subsequently informed GSA/Fairfax Field Office that they would be soliciting contract bids (due on or before 11 April 1988) to remove all the ceiling tiles in the Key Building at their expense. Agency Safety and RECD representatives voiced concerns over the potential threat to

STAT  
STAT

employees' health and disruption of the office environment. GSA shared our concerns and the resulting bidding instructions prepared by Charles E. Smith and transmitted to RECD via GSA/Fairfax Field Office indicated that the ceiling tile removal would be in compliance with applicable OSHA and EPA requirements and would occur during non-business hours.

8. As of 18 April 1988, the Agency has been notified that Enviro Control Inc., a contractor experienced in asbestos abatement, has been selected to perform the work. GSA/Fairfax Field Office scheduled a meeting for 19 April 1988 with representatives from the Agency, Charles E. Smith, and GSA to discuss ceiling tile removal plans and procedures. Representatives of GSA/industrial hygiene, Agency industrial hygiene/Safety and Security were present to ensure that appropriate removal procedures/guidelines are in accordance with applicable OSHA and EPA guidelines. The results of the meeting were unanimous agreement on the tile removal procedures. Some agreements remain to be worked out as to how to handle security coverage in vaulted areas.

9. Based on the above, our current plans are to fully coordinate detailed schedules for tile removal with all concerned parties. Prior to the initiation on any work, GSA and the contractor will brief all components on all aspects of the tile removal process and will conduct demonstrations of the process at the Key Building.

10. The action taken to date reflects the primary concern for the safety and well being of ~~Agency personnel~~

[Redacted signature box]


*for* 20 April 1988

STAT

1 MAR 1988

MEMORANDUM FOR: Chief, Analysis and Survey Branch  
Installations Division, OIT

STAT


FROM:   
Chief, Real Estate and Construction  
Division, OL

SUBJECT: Asbestos in the Key Building

Recently, samples taken of the old-style ceiling tile in the Key Building were found to contain asbestos. The asbestos containing tile does not pose a health hazard as long as the asbestos does not become airborne in concentration levels considered to be hazardous. Since the extent of the asbestos containing tile is not yet known, all ceiling tile should be treated as asbestos containing tile until proven otherwise. As a precaution, all personnel are being instructed not to disturb the ceiling tile, ceiling lights and any portion of the ceiling grid system within the Key Building until the tile has been removed or proven to be asbestos free. Presently, an asbestos abatement plan is being formulated with GSA on a priority basis so that immediate action can be taken. You will be notified as soon as possible of office areas where there is no concern of ceiling tile disturbance.

STAT

cc: Safety Division, OMS



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